



## HUMAN RESOURCES DEPARTMENT

City of Burlington

131 Church Street, Burlington, VT 05401

Voice (802) 865-7145

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To: Board of Finance

From: Aditeei Lagu, Human Resources Generalist

Susan Leonard, Human Resources Director

Date: January 31, 2011

Re: Recommendation – Reclassification and Title Change of Housing Development Coordinator position at CEDO

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The Housing Development Coordinator position housed in CEDO is currently classified at Grade 17. Based on the increased responsibilities of the position, it is recommended that this position now be titled Housing Program Manager. HR conducted a reclassification analysis for the Housing Program Manager and graded the position at Grade 18 in the Willis Classification system.

Therefore, it is our recommendation that the Housing Program Manager position now be classified at Grade 18.

The current incumbent in this position has an annual salary of \$51,208. As per the Personnel Policy Manual Sec 5.4 c, the new annual salary would be \$53,874 reflecting an annual increase of \$2,666.

If approved, the reclassification shall be effective following City Council approval.

Thank you for your consideration.

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.

The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



## COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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(802) 865-7144 • (802) 865-7142 (TTY) • (802) 865-7024 (FAX)

[www.cedoburlington.org](http://www.cedoburlington.org)

TO: Susan Leonard, HR Director

From: Larry Kupferman, CEDO Director

CC: Brian Pine, Assistant Director for Housing  
Aditeei Lagu, HR

Re: reclassification request for Housing Program Manager

HR staff recently completed the re-classification process for the Housing Program Manager at CEDO. Ms. Lagu informed me that the Willis analysis determined that the position should be reclassified to Grade 18 from its previous Grade 17 in the following finding:

Knowledge and Skills -	EIN 184
Mental Demands -	D4J 70
Accountability -	E2S 106
Working Conditions -	L1B 8

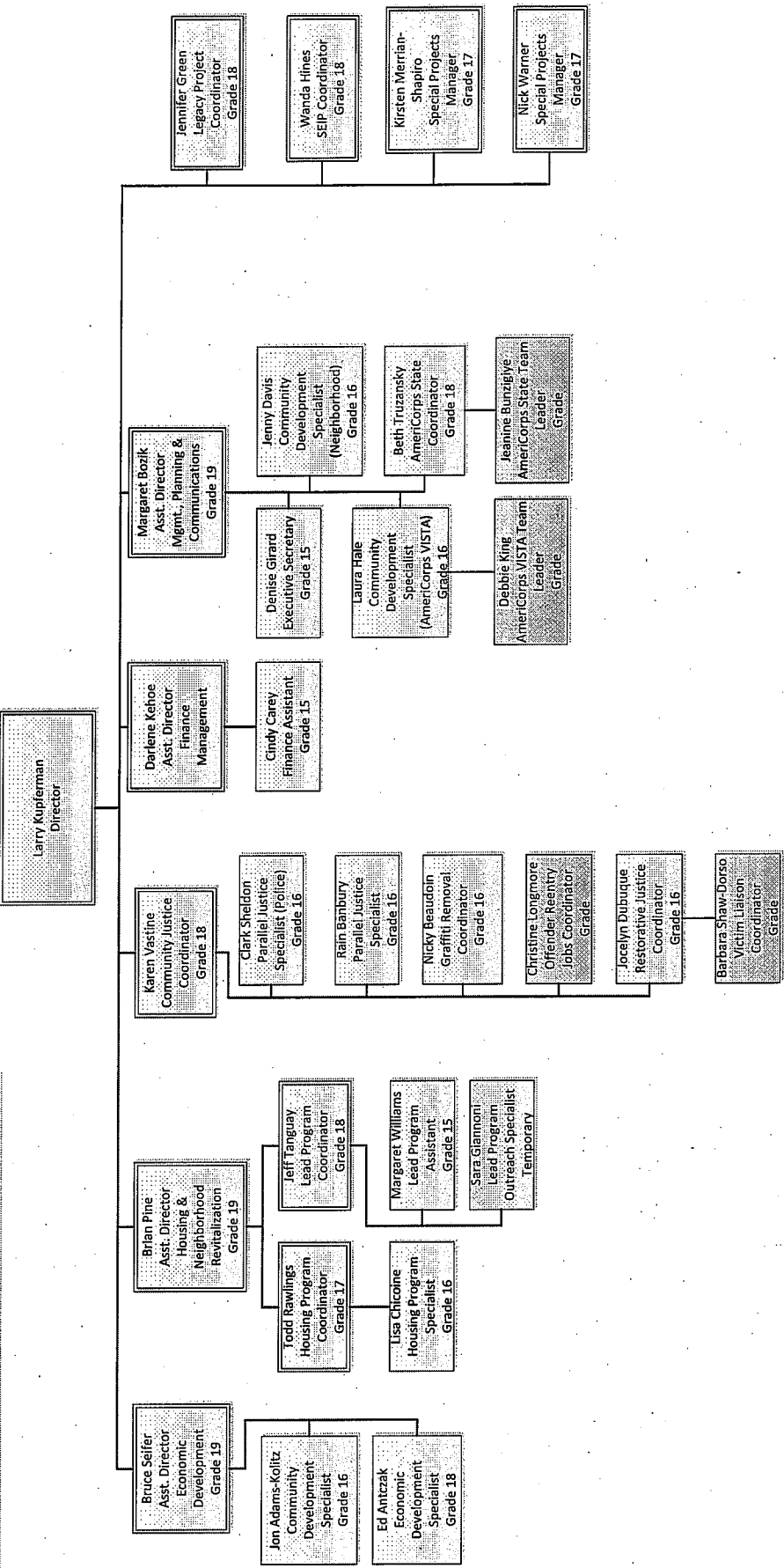
Total points	386
Grade	18

The reclassification recognizes added responsibilities in supervision of staff, increasing financial responsibilities as well as the increased number of properties in active management and monitoring. The grants from which this salary is drawn adequately covers the additional salary/fringe expense.

Please consider this request to approve the reclassification of the Housing Program Manager be reclassified to Grade 18 to be effective upon the date of City Council approval.

Thank you.

City of Burlington  
Community and Economic Development Office  
January 2011



## **City of Burlington**

### **Job Description**

**Position Title:** Housing Program Manager

**Department:** Community and Economic Development Office

**Reports to:** Assistant Director for Housing and Neighborhood Revitalization

**Pay Grade:**

**Job Code:** 340

**Exempt/Non-Exempt:** Exempt

**Union:** Non-Union

**General Purpose:** This position is responsible for providing leadership and direction for the Housing Program and is also responsible for the grant management and project management for the Housing Program.

**Essential Job Functions:** (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.)

- Oversee multiple federal grants totaling \$1 million
- Responsible for overall performance of CDBG Home Improvement Program (HIP), Section 108 HIP federal grants.
- Manage all aspects of projects with consultants, owners, occupants, architects, attorneys and contractors.
- Mediate conflicts between developers, applicants, consultants, architects and City employees.
- Manage multiple development projects with different deadlines and at different stages of development.
- Complete federal reporting and compliance requirements for the Davis/Bacon Wage Act, Environmental Reviews, Women and Construction Trades Act and other required reports.
- Oversee creation and distribution of marketing material for housing programs.
- Coordinate and manage promotional events in cooperation with state and local groups.
- Supervise the bidding and construction process for housing rehabilitation projects being undertaken by private home owners, and assist with other CEDO-related construction projects where appropriate.
- Develop and maintain program and project budgets including managing contractor disbursements.
- Review overall program funds and pipeline of projects at Quarterly meetings.
- Ensure that proposed and completed projects comply with project requirements.
- Other duties as assigned.

**Qualifications/Basic Job Requirements:**

- Bachelor's degree and five years experience in housing development, housing rehabilitation, project planning or analysis, and/or program administration with capital development/planning component required.
- Federal grant management experience required.
- At least one year supervisory experience.
- Valid VT State Drivers license required
- Ability to communicate effectively, both in writing and orally.
- Ability to interact with courtesy when dealing with the public.
- Ability to work independently and to budget time and workload.
- Ability to analyze operating and development pro formas.
- Knowledge of residential building inspection, systems and construction project management.
- Experience in federal housing program requirements and management.
- Commitment to continued professional development.

**Physical & Mental/Reasoning Requirements; Work Environment:**

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input type="checkbox"/> lifting (specify)
<input type="checkbox"/> color perception	within and between	<input type="checkbox"/> pounds
(red, green, amber)	warehouses/offices	<input type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> pounds
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input checked="" type="checkbox"/> touching	dismount forklift/truck	the road)
<input checked="" type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input checked="" type="checkbox"/> reading - complex	<input checked="" type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	making
<input checked="" type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

**Supervision:**

Directly Supervises: 1

Indirectly Supervises: \_\_\_\_\_

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

**Approvals:**

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: 1/22/2001